



# Disabilities Advisory Counsel

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## February 1, 2013 Meeting

### Mission of the Division of Services for People with Disabilities:

*Promote Opportunities and Provide Supports for Persons with Disabilities to  
Lead Self-Determined Lives.*

### Welcome and Thank You!

The Division recognizes that such mission statements and goals, like the one above, can only be accomplished by building relationships and partnering with stakeholders, providers and support coordinators. We welcome you to the Disabilities Advisory Council and are thrilled you have accepted the appointment.

This council was formed by Executive Order of the Governor, which also set forth the duties and structure that guide this council. That information is summed up below for your convenience. At the end of this handout is included the Governor's Executive Order.

### The Disabilities Advisory Council has been formed to take an active role in:

- Increasing meaningful stakeholder input;
- Helping to increase efficiency and effectiveness of the Division's supports and services;
- Reviewing and evaluating both current and future policies, procedures, standards, guidelines, and regulations;
- Offering recommendations that will improve the supports and services offered through the Division;
- Acting as a resource for new ideas, future projects and formulation of best practices;
- Acting as ambassadors to encourage positive relationships and solicit input from stakeholders, agencies and organizations involved in offering supports to persons with disabilities and their families, and the Division and DHS.

### The Disabilities Advisory Council Consists of a Diverse Group of Remarkable Individuals:

- Persons with Disabilities receiving services from the Division;
- Family members of those persons;
- Persons and family members of Persons on the Waiting list;
- Individuals and family members receiving services from the USDC;

- Home and Community Based Providers;
- Support Coordinators;
- Staff from the Department of Health; and
- The Director of the Division of Services for People with Disabilities.

The Disabilities Advisory Council is set up with the following structure:

- Members are Appointed:
  - Some for 3 years; and
  - Some for 4 years;
  - And may be reappointed for one additional 3 year term.
- The council shall have a Chairperson and a Vice-Chairperson.
  - All members are eligible for appointment to either of these positions.
- Each member, regardless of station, has one vote.
  - The Division Director will not have a vote unless one is needed to break a tie.
- Meetings:
  - This Advisory Council must meet at least every 3 months.
  - The Advisory Council can meet more often as needed or desired if:
    - Called by the chairperson; or
    - Requested by a majority of the members of the council.
- At least once a year, the Advisory Council is required to hold a public hearing. The purpose of the hearing is to gather input regarding the Division supports and services from interested public parties.
- Division staff will provide support for the purposes of:
  - Keeping Records;
  - Keeping and Distributing the Minutes of Meetings;
  - Making Meeting Arrangements.

“Serving Without Compensation”

The Governor’s Executive Order makes clear that this Disabilities Advisory Council shall serve without compensation. In the most literal sense, that is true. You will not get paid for being on this council. Thank you for your generosity and commitment. However, in the practical sense, there is significant “compensation” in donating your time to serving on this council.

We all understand the importance of the Division’s mission – you more than anyone. The satisfaction that we will all feel as we put forth new ideas, offer recommendations, evaluate existing practices, generate greater input from stakeholders and our community at large, and serve as invaluable resources for future projects and practices, has the potential to be tremendous. What a truly awesome opportunity we have before us. Welcome everyone! We hope that you are as enthusiastic for this opportunity as we are here at DSPD.

## GOVERNOR'S EXECUTIVE ORDER

### Creating the Disabilities Advisory Council

WHEREAS, the mission of the Division of Services for People with Disabilities is to promote opportunities and provide support for persons with disabilities to lead self-determined lives;

WHEREAS, in accordance with 62A-5-102, the Division of Services for People with Disabilities would like to enhance the support it provides by encouraging regular input, review and evaluation of its services and policies by stakeholders in the disability system;

WHEREAS, the full array of services is critical to effectively serving individuals and families with disabilities;

WHEREAS, the Division of Services for People with Disabilities would like to build relationships and partnerships to promote activities that mutually benefit stakeholders within the community and institutions;

NOW, THEREFORE, I, Gary R. Herbert, Governor of the State of Utah, by virtue of power vested in me by the Constitution and the Laws of the State hereby:

(1) Create a Council to be known as the Disabilities Advisory Council that shall be comprised of the following members:

- (a) the Director of the Division of Services for People with Disabilities;
- (b) the Director of the Department of Health, Bureau of Authorization and Community Based Services or designee;
- (c) two individuals with disabilities receiving Division of Services for People with Disabilities services in the community;
- (d) two family members of individuals with disabilities receiving Division of Services for People with Disabilities services in the community;
- (e) one individual or family member waiting for services from the Division of Services for People with Disabilities;
- (f) one individual or family member receiving services from the Utah State Developmental Center or private ICF/ID;
- (g) two home or community based providers of the Division of Services for People with Disabilities services from the private sector;

(h) two support coordinators of the Division of Services for People with Disabilities services from the private sector.

(2) Members specified in (1) (with the exception of those listed in (1)(a) and (b)) will be selected by the Executive Director of the Department of Human Services from applications made by eligible stakeholders. These members shall be appointed for a term of three years and may be reappointed for one additional three year term.

(3) The first round of appointments shall be staggered so the Council does not have all new membership in the following years. Beginning 2012, one individual from (1)(c), (d), (g) and (h) shall serve an added year (for a total of 4 years) before their first term ends.

(4) All members serve at the pleasure of the Executive Director of the Department of Human Services and may be removed at any time without cause.

(5) Members specified in (1)(a) and (b) shall serve on the Council as long as he/she occupies the indicated position in state government.

(6) Members of the Council shall serve without compensation.

(7) The Council members shall appoint a Chairperson and Vice-Chairperson of the Council from among its members. All members of the council are eligible for appointment as chair and vice-chair person. The Division of Services for People with Disabilities will provide staff support for record keeping, distribution of minutes and meeting arrangements.

(8) Each Council member shall have one vote, with the exception of the Division of Services for People with Disabilities Director, who will vote only in the event of a tie.

(9) The Council shall meet at least quarterly; additional meetings may be held based on the call of the chairperson or by request by a majority of the members of the council.

(10) Annually, the Council shall hold a public hearing to gather input regarding the Division supports and services from all interested public.

IT IS FURTHER ORDERED that the primary functions of the Council shall be as follows:

(1) To increase meaningful stakeholder input and technical assistance regarding the efficiency and effectiveness of the Division of Services for People with Disabilities supports and services;

(2) To review and evaluate current and future policies, procedures, standards, guidelines and regulations to ensure efficiency and effectiveness;

(3) To encourage positive relationships among stakeholders, the Division of Services for Disabilities, the Department of Human Services and the Department of Health;

(4) To offer recommendations to the Division of Services for People with Disabilities that would improve the supports and services it provides;

(5) To serve as a resource to the Division of Services for People with Disabilities for new ideas, future projects and best practices;

(6) To promote partnerships between the Division of Services for People with Disabilities and other agencies and organizations offering supports to persons with disabilities and their families;

(7) To solicit input from other stakeholders in the disability system regarding the Division of Services for People with Disabilities supports and services.

IN WITNESS, WHEREOF , I have hereunto set my hand and cause to be affixed the Great Seal of the State of Utah. Done at the State Capitol in Salt Lake City, Utah, this 14th day of May, 2012.

(State Seal)

Gary R. Herbert  
Governor

Attest:

Greg Bell  
Lieutenant Governor